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10 March 2015

**MEMORANDUM FOR FILE**

From: Executive Secretary, Naval Radiation Safety Committee  
To: Memorandum for File

Subj: ANNUAL MASTER MATERIALS LICENSE PROGRAM ASSESSMENT CY  
2014

Encl: (1) Areas of focus for the assessment  
(2) Memoranda for file, RASO  
(3) Memoranda for file, NMCPHC  
(4) Results from quality review of programs by NRSC  
(5) Environmental workload  
(6) Low level radioactive waste volumes and  
Expenditures  
(7) Training support  
(8) New or revised standard operating procedures  
(9) Initiatives to improve the programs

1. This memorandum documents the annual review of the Master Materials License by the Naval Radiation Safety Committee and associated program managers of the program.

2. Between 9 February 2015 and 12 February, (b) (6), MSC, USN, and (b) (6), Radiological Controls and Health (N455) and (b) (6)s, Naval Sea Systems Command Radiological Controls Director (NAVSEA-04N), and (b) (6) (representing CAPT L. Kennemur, Bureau of Medicine, Radiological Health) conducted an Annual Review of the Master Materials License (MML) as administered by the Radiological Affairs Support Office (RASO), Yorktown, Virginia and the Naval and Marine Corps Public Health Center (NMCPHC), Portsmouth, VA.

3. The following programmatic areas were assessed during this review, enclosure (1).

- a. Workload
  - (1) Permit Actions
  - (2) Inspections
  - (3) Events and Allegation
  - (3) Environmental
  - (4) Low Level Radioactive Waste

b. Staffing and Manning

(1) Personnel

(2) Training

c. Processes and Policy

(1) SOPs

(2) Procedures

4. An inbrief was conducted with (b) (6), MSC, USN, Officer in Charge, RASO, on 9 Feb and with CAPT S. R. Jonson, MSC, USN, Commanding Officer, NMCPHC, on 12 February.

5. This review was preceded by a RASO review of NMCPHC's permit program on 12-13 January and a vice versa review of RASO by NMCPHC on 21-22 January. The results of these reviews are documented in enclosures (2) and (3). Additional findings from the team are documented in enclosure (4).

6. Results and documentation to the additional areas of support, environmental, training and disposal of low level radioactive waste for the MML are documented in enclosures (5) through (8). Initiatives to improve each individual program by its leadership are documented in enclosure (9).

7. An outbrief was conducted with both the Officer in Charge of RASO and the Commanding Officer of NMCPHC at the conclusion of the assessment. There were no apparent violations of the requirements evident in the Master Materials Program, minor corrections and recommendations were communicated to both organizations during this review.

8. Dosimetry for the year 2013 was reported during the fourth quarter NRSC meeting and documentation can be found in the minutes.

9. The overall evaluation of the program is considered to be SATISFACTORY.

(b) (6)

CDR, MSC, USN

## Results from quality review of programs by NRSC

### NCMPHC

1. There are multiple places on (b) (6) qualification card not signed by (b) (6) or by her supervisor
2. On several instances, the supervisor used her initials vice signing
3. On one occasion, the qualification card requires selected notes and bulletins, vice all notes and bulletins as noted in the SOP
4. There are two identical interim waivers filed in one of the training folders (b) (6) )
5. (b) (6) training qualification card has not been signed by appropriate personnel, even though he has completed training.
6. NMCPHC Rad health SOP should be updated. The current version is 3 Oct 12.
7. Interviews with individual members of the program: Interviews inquired about command and job satisfaction to determine any common areas for improvement. Interviews with both civilian personnel were generally positive in nature and reflect a good relationship between the branch members.
8. It is recommended that inspector notes are removed from inspection files as well as to remove any older information which has been superseded with more current information.

### RASO

1. The following discrepancies were found in Dahlgren's distribution permit T1:
  - a) The command requested a permit for the purpose of storage of the chemical agent monitors prior to disposal and instead were granted a distribution permit.
  - b) The sealed source device registry allows the CAM's to be exempt from licensing.
2. Interviews with individual members of RASO from each Department of Training, Radiation Protection, and Environmental Protection: Members were selected from each department included one as the most junior and one as the most senior. Interviews inquired about command and job satisfaction to determine any common areas for improvement. Interviews with the members were mostly positive comments and some specifics include RASO camaraderie and professionalism, communication among all three departments, and ability to work more effectively and efficiently. This is a positive trend from past business practices.